



Montana Department of Public Health & Human Services  
Food & Consumer Safety Section (406) 444-2408

**Work Camp Establishment Plan Review**

When complete, send this document to the local sanitarian and to DPHHS/FCSS, PO Box 202951, Helena, MT 59620-2951.

Licensee (Operator) Name\_\_\_\_\_

Establishment Name\_\_\_\_\_

Establishment Location Address\_\_\_\_\_

City\_\_\_\_\_ Zip\_\_\_\_\_ County\_\_\_\_\_

Legal Description\_\_\_\_\_

Mailing Address (If different from above)\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

On-Site Manager (Operator) Name (If different from Licensee)\_\_\_\_\_

Contact Phone\_\_\_\_\_ Fax\_\_\_\_\_ Email\_\_\_\_\_

Engineer/Architect/Designer Name\_\_\_\_\_

Business Name\_\_\_\_\_

Business Mailing Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Contact Phone\_\_\_\_\_ Fax\_\_\_\_\_ Email\_\_\_\_\_

Please submit scaled layout plans and specifications of your proposal to the Department of Public Health & Human Services (DPHHS), Food & Consumer Safety, **and** to the local sanitarian (i.e. environmental health office). DPHHS and sanitarian approval of these plans must be obtained prior to construction, alteration, enlargement or occupation of a work camp. Conversion of a work camp, campground or trailer court from one type to another must be approved by DPHHS and local sanitarian.

Inspection and approval by the local sanitarian must be obtained before a license will be issued. **Do not send the license fee with this plan review.** Submit license fee (payable to DPHHS) to local sanitarian once the license is approved. The fee is \$40 for 1 to 10 sleeping units, \$60 for 11 to 25 sleeping units, \$120 for 26 or more sleeping units.

If the proposal qualifies as a subdivision, public water supply, or public wastewater system, plans must be submitted to the Department of Environmental Quality (DEQ) and the local sanitarian in accordance with the subdivision requirements in ARM Title 17, Chapter 36, subchapter 3 and public water supply requirements in ARM Title 17, Chapter 38, subchapter 1, as applicable.

DPHHS will make approval or disapproval known to the applicant within 60 days of a complete plan submittal. This deadline may be extended to 120 days or later if an environmental health impact statement is required, as determined by DEQ. Any approval of plans expires in 2 years if construction has not begun.

*Please complete all questions. If a question does not apply to your establishment, then place a "NA" (not applicable) next to the item.*

**REASON FOR REVIEW:**

- ☐ New Construction
- ☐ Alteration or Enlargement of Existing Licensed Campground/Trailer Court

If previously licensed, former name \_\_\_\_\_

Previous license number \_\_\_\_\_ Last calendar year licensed \_\_\_\_\_

**PROPOSED TYPE OF ESTABLISHMENT:**

- ☐ 3. a) Work Camp: number of RV sites \_\_\_\_\_  
number of sleeping units \_\_\_\_\_  
maximum number of persons \_\_\_\_\_

**GENERAL PLAN REVIEW REQUIREMENTS**

*With this application, please submit the following:*

- ☐ Scaled plans showing the number, size and location of all trailer spaces, sleeping units and other public shelters and structures.
- ☐ Detail of each typical trailer space and/or sleeping unit.
- ☐ Location of water and sewer riser on typical trailer space and/or sleeping unit.
- ☐ Location and detail of each watering station.
- ☐ Location and detail of each wastewater sanitary station.
- ☐ Location and detail of each solid waste storage area.
- ☐ Location, detail and finish schedule of any service building, cooking or cleaning shelter, or other public structure.

*The following will be more thoroughly reviewed by DEQ and local jurisdictions:*

- ☐ Information relating to the water supply and distribution system.
- ☐ Cross section of stop-and-waste valve and drain system.
- ☐ Water service lateral pipe size, material and location.
- ☐ Cross section of water riser indicating pipe size and material is shown.
- ☐ Information relating to the wastewater collection, treatment and disposal system, surface drainage.
- ☐ Sewer service lateral pipe size, material, gradient and location.
- ☐ Cross section of sewer riser indicating pipe size and material.
- ☐ Detail of water and sewer line crossing with vertical and horizontal separations.
- ☐ Evidence that the existing utilities meet or exceed current standards.

## WATER SUPPLY

- ☐ The establishment will be connecting to an existing public water supply, PWSID #\_\_\_\_\_. Connection to a public water supply is required if an available supply has adequate pressure and volume, and the owner agrees to provide service. Connection plans must be reviewed and approved by DEQ.
- ☐ A public water supply will be developed and used. "Public water supply system" means a water supply that has at least 15 service connections or that regularly serves at least 25 persons daily for any 60 or more days in a calendar year. Plans must be reviewed and approved by DEQ.
- ☐ Systems not meeting the definition of a public water supply may develop and use a private water supply. *(Check one of the following.)*
  - ☐ System complies with ARM 37.111.615 or 37.111.616, Circular #84-11, Circular #11 and #17.
  - ☐ System is designed by an engineer registered in Montana, offering sanitary protection equivalent to the above circulars.
- ☐ Satisfactory coliform test must be provided before the system may be used as a potable water supply.
  - Coliform test date\_\_\_\_\_ Result\_\_\_\_\_
  - ❖ Note: Routine coliform tests are every quarter (January through March, April through June, July through September, and October through December).
- ☐ Potable water is available to all sleeping units and dependent trailer spaces as follows:
  - ☐ Common water station hydrant will be
    - ☐ separated from wastewater station to ensure water hose is not used to flush wastewater holding tank.
    - ☐ Protected from backflow, back siphonage, and hose contamination. *(describe)*\_\_\_\_\_
  - ☐ Water hydrant, connection riser, or plumbed connection will be at each trailer site and/ or sleeping unit and
    - ☐ Protected from backflow and back siphonage. *(describe)*\_\_\_\_\_
    - ☐ Each outlet has a shut off valve.
    - ☐ Valves are turned off and outlets capped when not used.
    - ☐ Risers protected by post or other permanent barrier. *(describe)*\_\_\_\_\_
    - ☐ Risers at least ¾ inch diameter extend at least 4 inches above ground.
    - ☐ Risers protected by post or other permanent barrier. *(describe)*\_\_\_\_\_
    - ☐ Risers, lines and valves protected from freezing. *(describe)*\_\_\_\_\_

## SEWAGE SYSTEM AND SANITARY STATIONS

- ☐ Wastewater system is adequate and safe. Meets local regulation under 50-2-116, MCA.
- ☐ All wastewater, including liquid waste from sinks, showers and baths must be disposed in the approved wastewater system.
- ☐ Wastewater system may not be located to cause pollution of state waters or pose potential adverse public health effects.
- ☐ The establishment will be connecting to an existing public wastewater system, DEQ #\_\_\_\_\_. Connection to a public wastewater system is required if an available system has adequate capacity, and the owner agrees to provide service. Connection plans must be reviewed and approved by DEQ.
- ☐ A public wastewater system will be developed and used. "Public wastewater system" means a sewage system that has at least 15 service connections or that regularly serves at least 25 persons daily for any 60 or more days in a calendar year. Plans must be reviewed and approved by DEQ.
- ☐ An alternative system designed by an engineer and approved by the department and local health authority will be used. (describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## JUST FOR RV TRAILERS

- ☐ Individual sewer risers are provided at each RV site and meet the following:
  - ☐ 4 inch diameter riser, in vertical position.
  - ☐ Sewer riser separated from drinking water riser by at least 6 feet.
  - ☐ Surface drainage diverted away from riser.
  - ☐ Air-tight, tamper-resistant cap in place when not occupied.
  - ☐ Connections sloped at least ¼ inch per foot, no branch fitting.
  - ☐ Water tight joints, corrosion resistant non-absorbent inner material.
  - ☐ Smooth inner surface. (Exception: Flex hose may be used for up to 14 days.)
- ☐ Common sanitary stations are provided and meet the following:
  - ☐ Trailers must be self-contained.
  - ☐ One station is provided for every 100 trailer spaces.
  - ☐ 4 inch diameter riser.
  - ☐ Connection to work camp wastewater system.
  - ☐ Concrete apron at least 4 feet square sloped to the drain.
  - ☐ Fitted with self-closing hinged cover.
  - ☐ Washdown water outlet equipped with anti-back-siphoning device immediately adjacent to sanitary station with sign stating the water is unsafe for drinking.

- ☐ A public sanitary station is available 24/7 within a reasonable distance (e.g. 15 miles) (describe)\_\_\_\_\_
- ☐ Sanitary station is not provided and not available 24/7 within a reasonable distance because:
- ☐ No electricity is available.
  - ☐ No pressurized water is available.
  - ☐ Similar considerations beyond operator control. (describe)\_\_\_\_\_

#### **JUST FOR NON-RV SLEEPING UNITS**

- ☐ Sleeping units have individual toilets.
- ☐ Central toilet facilities are located within 300 feet of all units without individual toilets.
- ☐ At least one toilet is provided for every 10 persons.

#### **SOLID WASTE**

- ☐ Fly-tight , water-tight, corrosion-resistant, rodent-proof containers with secured lids are provided within 150 feet of all sleeping units.
- ☐ Garbage storage is adequate and prevents any type of hazard.
- ☐ Garbage is sent to a licensed solid waste facility at least weekly.
  - Name of facility?\_\_\_\_\_

#### **SHELTERS AND OTHER STRUCTURES**

- ☐ Rooms and hallways have at least 10 footcandles of light.
- ☐ Floors and walls subject to significant moisture are smooth and non-absorbent.
- ☐ Floors, walls, ceilings, furnishings, and equipment kept in good repair, free of hazards, and clean.
- ☐ Handwashing and bathing water may not exceed 120oF
- ☐ Bathing facilities are provided with anti-slip surfaces.
- ☐ Cleaning supplies are provided to residents to meet housekeeping needs.
- ☐ Sleeping units are thoroughly cleaned and repaired as needed before a new person moves in.
- ☐ If laundry service is provided, it must meet ARM 37.111.121.
- ☐ If housekeeping service is provided by management, it must meet ARM 37.111.122

#### **FOOD SERVICE**

- ☐ Food service must meet the licensing requirements of retail food service establishments when applicable. [Ref: 50-50-102, MCA]
- ☐ When the work camp provides food service to work camp residents only, the following applies:
- ☐ Food must be free of spoilage, filth, or other contamination.

- ☐ Food must be obtained from approved sources that comply with all federal and state law, including labeling.
- ☐ Canned or hermetically sealed containers of food must be prepared in a licensed food manufacturing establishment.
- ☐ Food must be protected from potential contamination at all times while being stored, prepared, displayed, served, or transported, including but not limited to dust, insects, rodents, unclean equipment and utensils, unnecessary handling, coughs and sneezed, flooding, drainage, and overhead condensation.
- ☐ Food must be thoroughly washed and/or cooked as necessary to destroy disease-causing microorganisms.
- ☐ Potentially hazardous food must be held at 45oF or below or 140oF or above.
- ☐ Thawing must be done at 45oF or below, during cooking process, or equivalent method approved by the local sanitarian.
- ☐ Food transported from a kitchen to any area not immediate connected must be protected from contamination with adequate covers or packaging.
- ☐ Any person working with food or food contact surfaces must meet the following:
  - ☐ not be infected with or a carrier of a communicable disease that could be transmitted by foods.
  - ☐ Maintain a high degree of personal cleanliness and practice good hygiene.
  - ☐ Be free of any infected wound, boil, diarrhea, gastro-intestinal illness or acute respiratory infection.
- ☐ Food equipment and utensils must meet the following:
  - ☐ Designed and safe for food use, non-toxic and resistant to corrosion.
  - ☐ Be thoroughly cleaned and in good repair after each use.
  - ☐ Be smooth, durable and easily cleanable or single-use.
  - ☐ Protected from contamination in handling and storage.
  - ☐ Food service operations must have:
    - ☐ Adequate washing and sanitizing facilities for all equipment and utensils.
- ☐ Floors, walls, ceilings, of food preparation and storage areas must be smooth, non-absorbent, easily cleanable, kept clean and in good repair.
- ☐ Individual or family use kitchens must have:
  - ☐ Facilities to wash equipment and utensils
  - ☐ Refrigeration capable of maintaining foods at or below 45oF
  - ☐ Cooking facilities.
  - ☐ Adequate space to prepare and store food.

## **INSECT, RODENT AND WEED CONTROL**

- ☐ The operator of the work camp will ensure the following:
  - ☐ Buildings and structures are free of insect and rodent infestations.
  - ☐ Insecticides, rodenticides or herbicides are used according to manufacturer's instructions.
  - ☐ Brush, weeds, grass and other plant growth is controlled within central camp areas to eliminate harborage of insects effecting public health.
  - ☐ Noxious plants such as ragweed, poison ivy, poison oak, and poison sumac are not allowed to grow on camp property where people go.

## **ABANDONMENT OF THE WORK CAMP**

- ☐ When the operation of a work camp is permanently stopped, all septic tanks, privy vaults and cisterns must be emptied then filled with solid materials, or removed from the camp.

## **LICENSE REQUIREMENT AND DISPLAY**

- ◆ Notice: Once you receive your license, it must be displayed in a location approved by local health authority or department. The license is not transferable. This means if you sell your business to another person, he/she must apply for a new license. If you move to a new location, you must apply for a new license. If you add any type of sites, you must contact the health authority for a review and approval of your changes.
- ◆ Approval of these plans and specifications by the health authority does not indicate compliance with any other code, law or regulation that may be required.
- ◆ Obtaining a license from the health authority does not relieve the applicant from satisfying applicable requirements from other federal, state, or local agencies (such as building code permits and inspections, fire and life safety inspections, and other business licenses).
- ◆ I hereby certify that the above information is correct. I fully understand that any deviation from the above without prior permission from the health authority may nullify any approval from the local health authority and/or the department.

➤ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_